

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
AGENDA**

MEETING DATE: April 8, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of March 11, 2019 Regular Monthly Meeting**
- III. Treasurer's Report**
- IV. Friends of the Library Report**
- V. Period of Public Expression**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Building and Grounds
 - B. Personnel & Policy
- IX. Old Business**
 - A. Parking Lot and Building
 - B. No Stopping Anytime sign
- X. New Business**
 - A. Approval of New Policies
 - B. Regular Monthly Meeting Date – May 13, 2019
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

APRIL 8, 2019

Present: Jim Underwood, President; Nick Timpone, Vice President; Colleen Grattan-Arnoff, Secretary; Fred Cohen, Treasurer; Peter Kren, Trustee; Jean Mahoney, Trustee; Katie O'Rourke, Trustee; Jeffrey Walden, Director

Absent: None

Jim called the meeting to order at 6:01 p.m.

I. Approval of the Agenda Motion to approve by Peter; seconded by Colleen and approved.

II. Review and Approval of the Minutes of the March 11, 2019 Regular Monthly Meeting Motion to approve by Colleen; seconded by Nick and approved.

III. Treasurer's Report Fred presented the warrants for March, 2019:

OPERATING ACCOUNT	\$94,927.05
CULTURAL ACTIVITIES FUND	4,828.70
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	524.00
BUILDING FUND SAVINGS	.00

DONATIONS RECEIVED IN EXCESS OF \$1,000 - None

Colleen made the motion to approve the Treasurer's Report; seconded by Peter and approved.

IV. Friends of the Library Report None. No meeting until May

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. The jazz concert held last Sunday was well attended. Flooring project in children's room is complete with some minor problems replacing shelving. Suffolk Security has resolved the problem with the alarm panel. Painting on the lower level will begin in 2-3 weeks. A staff meeting was held last week concerning security procedures and protocol at the library. A new guest pass procedure was instituted last week.

VII. President's Report None

VIII. Committee Reports

A. Building and Grounds The committee met last week and reviewed the architect's renderings. Committee recommended tabling the building renovations at this time and concentrating on the parking lot project. The board is still interested in re-purposing the meeting room space on the lower level. Jeff noted that the NYS budget construction grant aid has been reduced to \$890,000 for Suffolk County. Jeff has contacted BNB concerning financing options to borrow \$600,000 for the parking lot project.

B. Personnel and Policy Proposed updates to the Maintenance of Public Order and the Exhibition Policies and Procedures policies are attached here. Both have been reviewed by the library's attorney. Motion to approve made by Nick, seconded by Jean and approved. At Jeff's request, the Meeting Space Policy draft has been tabled for more review (also attached here).

Discussion ensued concerning allowing groups to meet in the building after the regular closing hour of 8:00 p.m., staffing requirements, security lighting in the parking lot, internet security, upgrades to the camera system. The board authorized Jeff to obtain two quotes for upgrading the cameras and NVR.

IX. Old Business

A. Parking Lot and Building See Committee Reports above.

B. No Stopping Anytime Sign No action taken since last meeting. Jeff will contact the Southold Town Transportation Committee again noting that we don't agree with their testing method and ask for another review of the situation.

X. New Business

A. Approval of New Policies See Committee Reports above.

B. Regular Monthly Meeting Date - May 13, 2019 The next regular monthly meeting will be held on Monday, May 13, 2019.

XI. Adjournment The meeting was adjourned at 6:58 p.m. Motion by Colleen, seconded by Jean and passed.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary